



Fallen Angels Dance Theatre are seeking an experienced (PT) Finance & Operations Manager.

This is fixed term 1 year contract with the potential to be extended with continued or renewed funding

Background

"This project has literally been a life changing experience. Learning to express our true feelings pushing through the obstacles that lie in front of us the willingness to change our behaviour and unmask the self to show who we truly are."

Participant

Fallen Angels Dance Theatre provide exceptional dance theatre experiences for people in recovery from addiction where they are accepted, valued and reach their potential.

We have been instrumental in supporting over 500 individuals through our participatory workshops. We support people in the NW in recovery from addiction to transform their lives and share the recovery journey with the wider public, through dance, performance and creativity. Fallen Angels Dance Theatre (FADT) is led by Artistic Director Paul Bayes Kitcher and Claire Morris Creative and Strategic Director. Paul's lived experience of addiction and recovery encapsulates the complex barriers that those in recovery face including mental health issues, disability and neurodiversity. We provide a structured pathway to enhance recovery through creative activities that promote well-being and inclusion in the recovery process.

Participants are at the heart of our work, sharing their stories in our R&D process, developing dance skills in our workshop programme and, for some, auditioning and performing in our professional company, showing how creative intervention can make positive and lasting change in recovery from addiction. We do not distinguish between professional and recovery dance practice at FADT. This means that there is no hierarchical value between our participatory and performance programmes and that all co-creators are equal in our creative process. We are company in residence at Storyhouse, Chester and are executive members of Dance Consortia North West.

We have developed from a small, project funded collaboration to an organisation delivering dance recovery workshops in 3 major NW areas. With a core team of 5 employees and a number of freelancers for our creative projects. In the last 2 yrs, we have worked through the pandemic to increase provision to our vulnerable communities, provide mental health support for our participants & team, deliver our most ambitious creative project to date & rolled out a major organisational development process through funding from Arts Council England's (ACE) Elevate programme, where we have worked to develop systems across the organisation inc. finance, operations, and now require a finance and operations to join the team to realise our ambition.

FINANCE AND OPERATIONS MANAGER (Part Time)

Job Title: Finance and Operations Manager (Part Time)

Job Purpose: The finance and operations manager will provide finance and business support services for FADT.

This is a very hands-on role and would suit someone who enjoys working proactively, has a logical and systematic approach and excellent communication skills.

Responsible to: Creative & Strategic Director

Location:

Fallen Angels is based in Cheshire. The company has its office and workshops at Storyhouse, Chester. The post holder will work peripatetically and from Storyhouse.

This role is a 1-year fixed term post with the potential to be extended with continued or renewed funding

Salary: £30k (pro rata) 0.5 post, fixed term 1 year with a view to extension funding pending.

Expenses Travel related to the post

Probationary period 3 months

Notice Period 6 weeks

Overtime Time off in lieu is provided

Hours of Work: 2.5 days per week.

Usual office hours are 9.30am – 5:30pm Monday – Friday (days to be confirmed once offer made).

Holidays: 14 days including statutory holidays

Benefits include: Pension scheme, family friendly working

Interviews: Week beginning 4 July 2022 & will take place at Storyhouse Theatre Chester CH1 2AR

Start Date: Week beginning 11 July 2022

To apply: Please send Application form, CV and FADT equal opportunities form to:
claire@fallenangelsdt.org

Purpose of the role

Core duties and responsibilities

You will provide a full range of financial management and systematic approach to managing operations for FADT. You will work closely with the creative directors to ensure that financial & operational reporting are provided in a timely and efficient manner.

Principal Responsibilities

- Oversee the smooth running of the operations for the company
- day-to-day Xero book-keeping and accounts processing (sales, purchases, nominal ledger)
- Oversee day-to-day financial transactions (cash-flow, recording, banking, petty cash & cash systems ie. Go Cardless, Paypal)
- Operate within set project budgets and have an understanding and overview of income and expenditure against budgets
- Contract management
- Oversee health and safety matters which arise within the organisation
- Prepare and distribute quarterly management accounts to the board
- Support the annual accounts process
- Oversee and manage staff recruitment, and HR systems including Performance reviews alongside Senior Management
- If successful with NPO application lead on ACE annual returns
- Assist and support fundraising and reporting including Arts Council England.
- Manage and process data and ensure the data is protected in accordance with relevant legislation
- Manage team meetings
- Attend scheduled team and programming meetings
- Adhere to company policy, practice and procedures: including health and safety, equal opportunities, children and vulnerable person's policies and office systems
- Support Policy development and review
- Support board recruitment

- Adhere to GDPR legislation
- Coordinating external studio hires
- Monitoring & ordering stationery and general office supplies
- Promote and advocate for the company and its work in line with the agreed marketing plan for the company

Other Responsibilities

- Participate in the general development and promotion of FADT
- Participate in the decision making process of the company at regular team meetings
- Carry out all responsibilities within our company values of inclusion and equality

Person Specification

Qualifications and Experience

- At least five years relevant financial and operational management experience
- Experience of managing complex budgets across multiple budgets and funders
- Experience in Xero finance software, a high level of computer literacy including MS word and Excel
- Good organisational skills and ability to work under pressure and manage multiple priorities with minimum support
- Understanding and experience in HR, management and systems.
- Excellent interpersonal and problem solving skills
- Excellent communication skills, written and verbal
- Knowledge of financial and company legislation and regulations including GDPR
- Experience working in the charitable or voluntary sector or experience of working in the Arts.
- A commitment to personal development and training

Skills

- Strong written and verbal communication skills including the ability to present clear finance & reports to the Trustee Board & funders.
- Strong interpersonal skills: the ability to work well with people at all levels both within the organisation and our wider stakeholder community

- Proven ability to plan proactively and prioritise
- The ability to work well within a team environment
- Resilience and an ability to work on own initiative
- An interest in dance and/or social engaged arts or an appetite to find out more

Claire Morris
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Fallen Angels Dance Theatre North West:
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